

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1391

**TITLE:** INSURANCE MANAGER

**GRADE:** S-28

**DEFINITION:**

Under general direction, monitors, analyzes, and develops various insurance and self-insurance programs to protect the County's assets and employees against financial loss; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Positions in this class report to the Risk Manager.

**ILLUSTRATIVE DUTIES:**

Analyzes need and develops appropriate specifications for commercial property and casualty insurance;

Prepares requests for proposals (RFP) for renewals and/or placement of property and casualty insurance coverage;

Negotiates and interacts with insurance brokers and underwriters to ensure renewals at the most cost-effective rates;

Reviews and analyzes policies to ensure consistency with specifications and County's needs and exposures;

Evaluates the County's self-insurance plans on Workers' Compensation and liability to ensure adequacy and consistency with needs;

Confers with department/agency personnel to obtain information and explain risk and insurance procedures that may impact their programs;

Receives and resolves operational problems, emergencies and complaints related to insurance and self-insurance programs to public, employees, agency officials, and vendors;

Works with consultants, insurance brokers, and County officials to meet the various insurance needs of the County;

Prepares specifications for insurance bids, negotiates with insurance brokers and evaluates insurance bids.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of property and casualty insurance and risk management;

Knowledge of and ability to manage a self-insurance fund including related funding and accounting processes;

Knowledge of County, state, and federal laws/regulations regarding property and liability insurance coverage;

Knowledge of insurance underwriting and risk financing;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively both orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from an accredited four-year college or university with a degree in Business Management or related field; PLUS  
Five years of increasingly responsible property and casualty insurance experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

**NECESSARY SPECIAL REQUIREMENTS:**

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED:                      April 16, 2002  
ESTABLISHED:                November 16, 1992